

**New Hampshire Department of Health and Human Services
Medicare Cost Report Consultation and Preparation Services
RFP-2018-NHH-03-MCR**



**OFFICIAL RESPONSES TO VENDOR QUESTIONS
RFP-2018-NHH-03-MCR**

No.	Question	Answer
1.	Page 6 of 21 (3. Statement of Work) – There are several specific timeframes noted once a winner is notified. It would be helpful to have an idea when the State expects to make a decision. When will the successful candidate be notified?	Please see RFP Section 1.3 Contract Period.
2.	Page 1 of 1 (Appendix D) – There is a request for a breakdown of the cost bid by specific items. Please clarify what is meant by “work papers and methodologies”?	Please see RFP Section 3.1.5. The work papers should include sources used, purpose and methodologies.
3.	Page 20 of 21 (7.2.3 Cost Proposal Contents - Details) – Please identify specific items a CPA firm, organized as an LLC, would need to submit as a minimum to satisfy the intent of the request.	The RFP requires Bidders to submit documentation applicable to their firm as laid out in RFP Section 7.2.3.
4.	Page 13 of 21 (6.13 Public Disclosure) – Do we need to do anything to protect our proprietary information, such as rates, techniques, and financial information, from public disclosure? Do we need to mark it confidential?	Yes and Yes. See RFP Section 6.13.
5.	Page 2 of 4 (Appendix B – Section 6.1) – “This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor.” We believe our program is exempt from this requirement, could you please confirm?	See RFP Appendix A. The Department will review.
6.	Page 2 of 5 (Appendix B – Exhibit C) – “Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.” – We don’t receive an audit or an A-133 Audit. We do not believe this clause is applicable to us, could you please confirm?	See RFP Appendix A. The Department will review.

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7.	Page 1-7 (Appendix C) – Looking at the Four Factor analysis, we don't know to what extent our services will impact individuals with limited English proficiency (LEP). Could you please tell us to what extent the LEP population will be impacted by this program?	Little to none.
8.	Page 1-7 (Appendix C) – Do we need to submit a document plan for providing language assistance services, if we are the successful candidate or is this requirement exempt from this proposal?	The RFP requires Bidders to complete Appendix C. See response to Question 5.
9.	What are the two most recently audited cost reports and are the associated audit adjustments available for review for New Hampshire Hospital?	2013 and 2014 are the most recently settled cost reports. The adjustments are available for review by the selected vendor.
10.	Have the New Hampshire Hospital cost reports for 2012, 2013 and 2014 had any type of preliminary review by CMS? If so please describe?	2012-2014 have been reviewed and settled by the CMS intermediary. All are still eligible to be reopened.
11.	Section 7.2.2.5. b refers to programs, number of people served, and programmatic accomplishments. How would you like answers to be framed within the context of a CPA firm/cost report preparation vendor?	The answer should be based on the whole firm with highlights on the MCR preparation division.